



**State of Nevada  
Board of Occupational Therapy**

**OPERATING  
POLICIES AND PROCEDURES**

# TABLE OF CONTENTS

## Section 1:00: FINANCIAL MANAGEMENT SYSTEMS

1:01	Scope	4
1:02	Accounting System	4
1:03	Chart of Accounts	4
1:04	Revenue Recognition	4
1:05	Journal Entries	5
1:06	Financial Accounts	5
1:07	Budget and Reports	6
1:08	Internal Controls	6

## Section 2.00: RECEIPTS FROM LICENSING AND OTHER FEES

2:01	Scope	7
2:02	Invoicing	8
2:03	Receiving Payments	8

## Section 3.00: PAYMENT PROCEDURES

3:01	Scope	9
3:02	Required Documents	9
3:03	Document Processing	9
3:04	Check Writing & Electronic Payments	9
3:05	Payroll	10
3:06	Refunds	10

## Section 4.00: PROCUREMENT PROCEDURES

4:01	Scope	10
4:02	Purchases Under \$ 5,000	10
4:03	Purchases Of \$ 5,000 - \$25,000	11
4:04	Purchases Over \$ 25,000	11
4:05	Procurement Methods	11
4:06	Contract for Services of Independent Contractor	11

## Section 5.00: TRAVEL POLICIES

5:01	Scope	12
5:02	Forms	12
5:03	Travel In-State	12
5:04	Travel Out-of-State	12
5:05	Allowable Cost	12
5:06	Board Paid Lodging, Meals and Expenses	13

## Section 6.00: PROPERTY MANAGEMENT

6:01	Scope	13
6:02	Property Custodian	13
6:03	Inventory	13
6:04	Disposition of Inventory	14

## **Section 7.00: RECORD RECOVERY SYSTEM**

7:01 Scope	14
7:02 Licensee Records	14
7:03 Board Records	14
7:04 Computer Records	15
7:05 Off-Site Security	15

### **PROFESSIONAL AND OCCUPATIONAL LICENSING BOARDS ADMINISTRATIVE COLLABORATIVE RESOURCE DOCUMENTS**

Reporting Requirements Guidelines  
Boards Records Retention and Disposition Summary Guidelines

## **SECTION 1.00: FINANCIAL MANAGEMENT SYSTEMS**

### **1:01 SCOPE**

The purpose of this section is to provide general information and procedures for the financial management system of the State of Nevada, Board of Occupational Therapy. It identifies the Board's authority over the financial processes and procedures, financial reports, internal controls, and maintenance of budgetary compliance.

### **1:02 ACCOUNTING SYSTEM**

The Board contracts for bookkeeping services with an external entity that records the Board's financial transactions in conformance with Generally Accepted Accounting Principles (GAAP) and provides records which accurately reflect financial activities, revenue, and expense classifications, and meets reporting requirements in conformance with State law, regulations, and policies. Additional internal worksheets are maintained and are utilized for calculation of deferred revenue, contract tracking, inventory control and budgetary analysis.

The Board and Bookkeeper utilize QuickBooks On-Line for recording and compilation of Board revenue, expense, and generation of financial reports.

Copies of all bank statements, merchant service activities, and deposits, are provided to the bookkeeping service on a regular basis, but not less than monthly. Expenditures are entered as received or incurred with supporting documentation uploaded to the QuickBooks record.

The Board contracts with a certified public accountant/firm to perform biennial audits. The audit report is presented to the Board for approval at a public board meeting prior to December 1<sup>st</sup> following the audit period. All audit reports are submitted to the State of Nevada, Legislative Counsel Bureau and Governor's Office of Finance in accordance with NRS 218.825.

### **1:03 CHART OF ACCOUNTS**

The General Ledger chart of accounts contains individual accounts for revenue, expenditure, and cash accounts. The balance sheet current asset accounts are segregated into Checking and Savings: cash accounts for operating checking, and investments, and Other Current Assets and Fixed Assets. Revenue/income accounts are established for varied revenue sources, including but not limited to license fees, processing fees, legal reimbursements and charges for license verifications and mailing lists; Other Income is comprised of interest earned and cost-sharing income. The Executive Director has the authority over the Chart of Accounts. Accounts are established to reflect authorized budget categories, as approved from time to time by the Board.

### **1:04 REVENUE RECOGNITION**

In accordance with GAAP, the Board recognizes revenue as it is earned, generally based on the term services are provided to the licensee. In general, the Board receives four types of revenue: one-time fees, legal or other fees, licensing fees, and cost-sharing fees. Each case is described below.

**One-time fees:** Fees are received for specific activities, such as verification of licensure and mailing lists and interest earned on investments. These items are recognized generally upon receipt of a request and appropriate payment, or as interest is credited to the Board accounts.

**Legal or other fees:** Monies are received for legal fees and cost reimbursements based upon administrative orders. These items are recognized upon receipt of the order and are posted as Accounts Receivable if payment has not yet been received.

**Licensing fees:** Licensing fees include application processing, new licenses, license conversions and renewal of licenses. Most licenses, are renewed every 2 years. Temporary and Provisional licenses have a term of 6 months and may be renewed one time. Revenue for licenses is recognized over the term period for which the license is valid.

**Cost-Sharing fees:** The Board has co-location cost sharing agreements with other Nevada regulatory boards. Costs are invoiced and recorded to the Other Income category.

**Deferred Revenue:** All unearned revenue is shown on the Balance Sheet as “Deferred Revenue”. Deferred Revenue is reviewed and adjusted based upon actual licensee fees earned as of the end of the report period. The bookkeeper is provided a current listing of licensees each month for calculation of deferred revenue.

**Bad Debts:** Bad debts may occur when fees recorded as accounts receivable are no longer collectible. Fees assessed by Order of the Board or license fees deferred due to emergency provisions, which are more than two-years in arrears, will be designated as bad debts and will be written off. Bad debts of \$10,000 or more will be placed for collection action.

## **1:05 JOURNAL ENTRIES**

Adjustments made to the general ledger that are part of the regular bookkeeping process may be made or requested by the Executive Director because of reclassification of expenditures and/or addition/deletion of expenditure or revenue accounts. Journal entries for balance sheet adjustments and other revenue or expense entries or adjustment are made by the bookkeeper. Additional adjustments integral to the completion of the audit of the Board records may be determined by the outside contract auditor. Documentation of journal entries is maintained by the bookkeeping firm as part of the accounting records.

## **1:06 FINANCIAL ACCOUNTS**

The Board is a member of the State of Nevada, Pooled Collateral Program. The program monitor’s collateral maintained by depositories for their public deposits and is governed by NRS 356 and NAC 356. The Nevada Collateral Pool is managed through the State of Nevada, Treasurer’s Office.

The Board maintains financial accounts at Wells Fargo Bank, an approved and participating Nevada Pooled Collateral Program institution. All funds are classified as public funds. The Executive Director and two (2) Board members are authorized signers on all banking accounts.

**Deposits:** Funds are received for licensing fees, processing fees, purchase of mailing lists, verification of licensure and miscellaneous charges such as return check fees and late fees and cost-sharing revenue. All revenue is deposited to the Board of Occupational Therapy bank accounts. Credit card payments are the preferred method of receipt of all funds.

Checks, money orders and cashier checks received in the Board office are deposited at a branch location or by mobile deposit within 7 days of receipt. Cash is not accepted.

### **Merchant Services:**

The Board has established a merchant services account with Wells Fargo Bank to accept credit card payments for fees and charges. Credit card payments are made on-line through the Board website and are deposited and recorded to the Board checking account. A daily settlement report of all transactions processed is received at the Board office. Access to transaction details is also available through on-line accounts established by the Board with the credit card processing agency.

### **Credit Cards:**

The Board maintains a Corporate Mastercard Account through Wells Fargo Bank. The Corporate Account has one authorized user, the Executive Director. The credit card may be used for payment of operating expenses, authorized travel including lodging, airfare, seminar registrations, board sponsored trainings and seminars and other meeting expenses.

### **1:07 BUDGET and REPORTS**

The Executive Director is responsible for preparation of the annual Budget to be presented to and approved by the Board at a public Board meeting.

The Executive Director will prepare a budget status report with supporting financial statements and transaction detail at least quarterly for Board review. Additional status reports may be requested by the Board as deemed necessary or appropriate.

### **1:08 INTERNAL CONTROLS**

The Board has established a system of Internal Controls comprised of a segregation of duties in the financial and banking processes to ensure adequate safeguards are in place for the Board's financial systems.

Internal controls ensure that one person is not responsible for the entire financial management system including the receipt of funds and payment of expenses and that the Board is apprised regularly of the financial status and the processing of transactions necessary to operate the Board effectively and efficiently.

Internal controls include delineating responsibilities of the Executive Director, Board staff, Bookkeeper, Board Members and Auditors in the review and management of Board resources.

Executive Director: Develops budgets, analyzes financial status, reviews, and approves transactions, coordinates with Board members, Bookkeeper, and external Auditors. Makes entries to QuickBooks and/or to adjust or correct account classifications in the normal course of business; provides Bookkeeper payroll information and reviews payroll backup, reports, and benefit contributions; reviews and approves Board financial reviewer packets. Wherever possible, establishes on-line and auto-payment of Board reoccurring expenses of operations; writes checks for accounts payable as needed. Reviews and approves quarterly financial statements to be submitted for Board approval.

Staff: Receives bills and invoices for payments, verifies amounts, scans to electronic files and prepares for data entry; conducts internal reconciliations of merchant service and credit card receipts to bank accounts, prepares and transmits Board financial reviewer packets comprised of monthly financial statement, transaction reports, payroll reports and bank reconciliation reports.

Independent Bookkeeper: Processes payroll transactions and reports; enters personnel/payroll transactions into QuickBooks with upload of backup and confirmations; enters revenue and receipts from accounts receivable, deposits and credit cards; reviews accounts payable and transaction detail, reconciles monthly bank statements. Reviews and reconciles deferred revenue calculations, prepares, and enters necessary general entries; prepares quarterly financial statements for Board approval. Works with independent auditors in the performance of the audit of board financial statements.

Board Financial Reviewer(s): Receives monthly financial packet, reviews bank statements, bank reconciliations, verifies expenditure transaction detail, requests and reviews backup documentation as needed if discrepancies are identified or questions arise, completes Attestation of Review.

**Independent Auditors:** The Board contracts for a biennial audit of the Board's financial statements pursuant to NRS 218.825. The independent auditors are provided access to the Board QuickBooks records and works directly with the bookkeeper and the Executive Director during the independent audit.

**Board of Occupational Therapy:** Establishes budget authority, receives, reviews, and approves quarterly financial statements and reports including but not limited to budget to actual profit & loss statements, balance sheet and transaction details.

The Board, during the annual budget approval process, reviews the Board reserve fund status and approves any adjustments or deviations from the Reserve Funds policy.

The Board reviews and approves the biennial audit of the financial statements prepared by the independent audit firm. The quarterly Financial Statements and the Biennial Audit Report are presented and approved in a public meeting of the Board.

**Payment Processing and Approval:** The Executive Director is responsible for ensuring the processing and payment of all Board expenses.

Payment of expenses more than 10% of the approved budget must be pre-approved by the Board Chair.

**Payroll Processing:** The independent bookkeeping firm processes all personnel payroll transactions. The Executive Director provides personnel information, pay rates, leave authorizations, and provides payroll deduction authority to the bookkeeper for processing.

The bookkeeping firm processes direct deposit of payroll to staff bank accounts, files state and federal payroll reports, 1099 and W-2 forms, and processes payroll contributions to appropriate benefit accounts. The bookkeeping firm enters payroll information into the QuickBooks records and uploads backup documentation and confirmations.

**Board Member Reviews:** A monthly financial packet is compiled to include copy of bank statements, QuickBooks financial reports, bank reconciliation and transaction detail, with backup documentation accessible in QuickBooks online, merchant service statements and internal credit card reconciliations. The monthly financial packet is reviewed and approved by the Executive Director prior to transmittal to a designated Board member(s) for review and approval. An attestation of review is signed by the Board financial reviewer and return to the Board office.

**Reconciliation of Bank Accounts:** Copies of all bank statements, deposits, and merchant service activity, is provided to the independent bookkeeping firm monthly. The bookkeeping firm confirms expenditures and reviews backup in QuickBooks and reconciles all receipts and payments to the bank accounts monthly.

## **SECTION 2.00     RECEIPTS FROM LICENSING AND OTHER FEES**

### **2:01   SCOPE**

This section is designed to provide general information and procedures required for the receipt and processing of licensing and other fees and services provided by the Board as authorized in NRS 640A.

## **2:02 INVOICING**

The Executive Director will initiate all agency invoicing. Each invoice will identify the licensee/vendor, fee assessed and the date the fee is to be received. Invoices for cost sharing are issued annually and reimbursement of expenses from co-located Nevada state boards are issued quarterly.

All payment of fees is to be directed to the Executive Director, State Board of Occupational Therapy.

## **2:03 RECEIVING PAYMENT**

All check and electronic receipts are recorded and deposited promptly and reconciled to the bank statements monthly.

### **Check Payments**

All check payments / receipts are received by mail or delivery to the Board office. Cash is not accepted. Upon receipt, checks are to be endorsed for deposit only to the Board checking account.

Deposit slips are completed for manual deposits, listing each checks / receipt separately. Deposit of checks / receipts are made to the Board checking account within 7 days of receipt, at a branch office of Wells Fargo Bank or by Mobile Deposit. Copies of all checks / receipts, deposit slips or mobile deposit confirmations are uploaded to the QuickBooks system.

### **Merchant Services – Credit Card Payment Receipts**

The State Board of Occupational Therapy accepts Mastercard, Visa, Discover Card and American Express payments on-line through the Board website and through on-line applications and renewal applications. Funds are direct deposited electronically to the Board checking account at Wells Fargo Bank.

Notification of merchant activity, credit card receipts, is received by e-mail at the Board office. The notice provides identification of the payment type, i.e., initial license, renewal, mailing list, amount and date of payment and personal information regarding the payee. Electronic daily settlement reports are received by e-mail providing the total daily activity by number of payments and total amount received.

The reconciliation of merchant service activity is completed monthly. Reports are available that identify by date all credit card activity processed for Board merchant services.

The report of all credit card transactions is reconciled to the merchant services and bank statements monthly. A copy of the monthly credit card activity report is provided to the outside bookkeeping firm for classification of revenue received and entry into QuickBooks. The credit card transaction report reconciliation is included in the Board financial reviewer packet.

### **Interest Income – Checking Account**

The Board checking account is an interest earning account. Interest earned is credited monthly.



## **Wells Fargo Investments – Certificates of Deposit & Money Market Cash Account**

Certificates of Deposit are held with Wells Fargo Advisors account services. Funds are invested in a tiered CDs from one (1) to five (5) years in length. Interest earned on investments is deposited to a cash account at Wells Fargo Advisors for future investment. The Board has adopted an Investment Policy 06:01 Investment of Funds to provide guidance in the maintenance of the Investment accounts.

### **SECTION 3.00 PAYMENT PROCEDURES**

#### **3:01 SCOPE**

This section is designed to provide general information and procedures for the payment process. Payments will be made directly to vendors and/or payees by auto-pay, on-line payment, ACH debit, credit card, check payment or direct deposit for payroll transactions.

#### **3:02 REQUIRED DOCUMENTS**

Prior to payment all purchases will require appropriate contract; proof of delivery/receipt of goods/services and vendor invoicing/request for payment. Whenever possible a detailed receipt is the preferred documentation.

#### **3:03 DOCUMENT PROCESSING**

All vendor invoices, statements, and request for payments will be directed to the Board Office. Upon receipt of invoice/request for payment from contractors or vendors, amounts and goods/services received are verified against the applicable billing documentation for accuracy and the invoice/bill is entered into QuickBooks and the invoice/bill is uploaded to QuickBooks for backup.

The Executive Director reviews, approves and generates payments in QuickBooks. Purchases approved for payment will be processed within thirty (30) days of receipt of invoice, unless otherwise specified by Vendor Terms or Contract Requirements.

#### **3:04 CHECK WRITING & ELECTRONIC PAYMENTS**

All payments will be drawn upon the State Board of Occupational Therapy checking account maintained at Wells Fargo Bank.

Payments will be processed at least monthly for Board operating expenses. Checks will identify the vendor/payee, account number, date of payment and appropriate invoice or reference number. Electronic payments will require payment confirmations.

Copies of all checks written and electronic payment confirmations, will be uploaded to the QuickBooks records for backup documentation.

### **3:05 PAYROLL**

The State Board of Occupational Therapy contracts for payroll services with an independent bookkeeping company. Payroll is processed through the bookkeeping company on a bi-weekly schedule for staff and monthly for the Executive Director. The payroll services will set up direct deposit for each employee and send password protected pay stubs upon each payment.

Hourly employees must prepare timesheets for hours worked and any holiday pay and personal time off (PTO) hours taken each pay period. Once approved by the Executive Director, time information will be entered into the payroll system by the bookkeeping company for processing.

Salaried staff must provide any PTO used to the Executive Director and/or bookkeeping company prior to the payroll processing deadline.

PTO earned is tracked by the payroll system, and liability for earned PTO is shown on the Balance Sheet.

Tax deposits are made as required by the bookkeeping company via the payroll system. Benefit contributions and payroll withholding contributions to deferred compensation program are made by the Executive Director or bookkeeper.

The bookkeeping company prepares quarterly, and annual payroll reports as required by law, and submits them to the government agencies along with any required payments. Employee W-2 forms and 1099 forms are prepared and transmitted annually.

### **3:06 REFUNDS**

In most instances, all payments made to the Nevada State Board of Occupational Therapy are non-refundable. The following details exceptions:

Application fees are non-refundable; new license fees may be refunded if a request for withdrawal of the application is made within 30 days of submission and prior to the application being processed.

Refunds will be made in all cases of overpayment.

## **SECTION 4.00 PROCUREMENT PROCEDURES**

### **4:01 SCOPE**

This section is designed to provide general information and procedures for procurement of supplies and other expendable property, equipment, and services. The State of Nevada, contract vendors will be utilized for procurement of specified goods and services, as appropriate.

The State of Nevada procurement procedures are applicable to all Board authorized procurement activities.

### **4:02 PURCHASES UNDER \$5,000**

Single purchases for under \$5,000 are authorized if contained in the Board approved budget.

#### **4:03 PURCHASES OF \$5,000 - \$25,000 – (Small Purchase)**

Single purchases for amounts of \$5,000 - \$25,000 are to be solicited through a comparative price/cost analysis.

A request for quote comparing costs from three (3) vendors is required. One purchase cannot be divided into several purchases to use small purchase policies/procedures.

#### **4:04 PURCHASES OVER \$25,000**

The Board will utilize a competitive proposal process, request for proposals, for purchase of commodities or services over \$25,000.

#### **4:05 PROCUREMENT METHODS**

Competitive Proposals: The competitive proposal process is normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. The most common method of obtaining competitive proposals is the Request for Proposal (RFP). This method is generally used when the nature of the goods or services to be acquired require consideration of important factors other than price in the selection decision.

The RFP must contain a clear and accurate description of the technical requirements for the material, product, or service to be procured, and all requirements that the offerors must fulfill must be identified, including factors to be used in evaluating the bids or proposals.

Noncompetitive Procurement (Sole Source) is defined as procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. The use of sole source procurement shall be justified and documented.

A Solicitation Waiver Request must be submitted and approved by the State of Nevada Purchasing Division prior to executing a contract when non-competitive procurement is deemed necessary.

#### **4:06 CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**

All procurements for specialized services will be documented through execution of the State of Nevada approved Contract for Services of Independent Contractor. Contract forms are available on the State of Nevada Purchasing Division website.

Contracts for \$1,999.00 or less per fiscal year shall be approved by the Executive Director or an authorized representative of the Board of Occupational Therapy.

Contracts for \$2,000 to \$100,000 require completion of the CETS Contract Summary and Contract for Services of Independent Contractor forms and appropriate documentation. Contracts are required to be approved by the Board of Occupational Therapy and signed by the Executive Director or an authorized representative of the Board of Occupational Therapy, Board legal counsel and approved by the Clerk of the Board of Examiners.

All contracts over \$100,000 must be approved by the State of Nevada, Board of Examiners.

All contracts requiring the Clerk of the Board of Examiners, or the Board of Examiners approval are processed through the State of Nevada Contract Entry Tracking (CETS) electronic program. The Executive Director is the authorized contract manager for all contracts.

## **SECTION 5.00 TRAVEL POLICIES**

### **5:01 SCOPE**

This section is designed to provide general information and procedures for staff and board member travel expenditures. Board members and staff who are on official business are entitled to reimbursement of allowable travel costs. It also specifies the procedure for travel related expenditures and identify allowable costs.

### **5:02 FORMS**

**Travel Expense Claim:** A State of Nevada, Travel Expense Reimbursement Claim Form is required to be completed and submitted to the Board Office for reimbursement of travel expenditures. The appropriate receipts shall be attached to the Travel Expense Reimbursement Claim when required.

### **5:03 TRAVEL IN-STATE**

Reimbursement for ordinary and necessary travel by Board and staff members for official Board business is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

### **5:04 TRAVEL OUT-OF-STATE**

Reimbursements for travel expenses incurred by Board and staff members for official Board business to attend out-of-state meetings, seminars, conferences, and/or workshops is authorized to be reimbursed in accordance with the State Administrative Manual – Chapter 200 – Travel.

### **5:05 ALLOWABLE COSTS**

**Meals and Incidental Expenses:** To receive reimbursement for meals and incidental expenses, the individual must be in official travel status. Meals will be reimbursed in accordance with the meals and incidental expense (M&IE) allowance for the primary destination. The first and last day of extended travel will be reimbursed at 75% of the M&IE allowance. Reimbursement for meals for travel of one day or less will be calculated as follows:

An individual in travel status prior to 7:00 a.m. and returning after 5:00 p.m. will be reimbursed at 75% of the M&MI allowance. When travel is by airline, travel status will be calculated beginning 2 hours prior to departure and 1 hour after arrival time.

Lunch will be provided or reimbursed during the conduct of Board business between the hours of 8:00 a.m. and 5:00 p.m. when an individual's principal location is within 50 miles.

Individuals must deduct the M&IE allowance for all meals that are provided by the Board and/or included in registration or conference fees. The M&IE allowance break-down for breakfast, lunch and dinner will be provided by the Executive Director, when necessary.

**Lodging:** To receive reimbursement for lodging, the individual must be on official business overnight. Lodging expenses will be reimbursed at the GSA maximum lodging allowance rate, including all taxes and fees. Lodging expenses for an individual's spouse or family are not reimbursable.

Lodging expenses incurred within 50 miles of an individual's principal location will be reimbursed when overnight stay is required for conduct of official board business.

**Transportation:** Transportation expenses shall be incurred at the least possible cost considering such factors

such as total travel time, length of travel and convenience of the Board.

The allowance for the use of a private vehicle for business convenience shall be the standard mileage rate allowed for federal income tax purposes as periodically adjusted.

The allowance for the use of a private vehicle for personal convenience shall be reimbursed at one-half of the standard mileage reimbursement rate or comparable airfare, whichever is less.

When utilizing air transportation, travel shall be arranged at coach airfare, unless such service is unavailable. Round trip airfare shall not exceed the cost of a fully refundable airline ticket. Documentation of airline travel expense must be provided for reimbursement of airline travel expense.

Miscellaneous: Other travel expenses, such as convention registration fees, taxi, uber, lyft, air porter or limousine fares from airport to hotel and return, parking or vehicle storage fees will be reimbursed when receipts are obtained and submitted with the travel claim.

#### **5:06 BOARD PAID LODGING, MEALS AND EXPENSES**

Actual costs of lodging, meals and expenses incurred while on authorized travel status may be paid on behalf of the staff or board member by utilizing the Corporate Mastercard.

Actual costs may not exceed the state authorized rates as established for the location. If board-paid expenses exceed authorized rates, amounts more than authorized amounts will be deducted from requests for reimbursement submitted on the Travel Expense Claim.

### **SECTION 6.00: PROPERTY MANAGEMENT**

#### **6:01 SCOPE**

This section is designed to provide general information and guidelines for the administration of property. All capital assets and equipment with an acquisition cost of \$1,000 or more and useful life of two (2) or more years are recorded in a fixed assets database.

The Board Inventory listing is provided to the State of Nevada, Purchasing Division upon request.

#### **6:02 PROPERTY CUSTODIAN**

The Executive Director is the Property Custodian for the Board of Occupational Therapy.

The Executive Director shall have knowledge at all times of the location and status of each item identified on the Fixed Asset Inventory Listing. A report of all acquisitions with a cost of \$5,000 or more will be reported to the State of Nevada, Purchasing Division for assignment of State of Nevada inventory control tag. All dispositions/losses of such assets, regardless of cause, will be submitted in writing to the State of Nevada, Purchasing Division, pursuant to the procedures of the State Purchasing Division.

#### **6:03 INVENTORY**

Physical inventory is conducted, and assets verified on an annual basis, or more frequently if requested. Each property item listed on the property inventory report is required to be physically verified as to location, property identification number, use and condition. The property inventory list is signed by the property custodian and provided to the State of Nevada, Purchasing Division to be updated to the master inventory list, when applicable. The inventory list will have the following categories:

- a) Property tag number (if applicable)
- b) Description
- c) Make, model and serial number
- d) Acquisition cost
- e) Month/year acquired
- f) Condition

#### **6:04 DISPOSITION OF INVENTORY**

Prior to disposition of any fixed asset inventory item contained on the State master inventory list, the Executive Director will request disposition authority from the State of Nevada, Purchasing Division on forms provided by the State. Upon approval by the State, inventory tags shall be removed, if possible, prior to disposal or other authorized disposition.

Disposition of any other fixed asset inventory item will be determined by the Executive Director based upon the useful life of the asset and needs of the Board. Authorized disposition includes but is not limited to donation to another state agency or regulatory Board, sale at fair market value or disposal if no longer useful.

### **SECTION 7: RECORD RECOVERY SYSTEM**

#### **7:01 SCOPE**

This section is designed to provide general information and procedures required to ensure access to and the safety and recovery of Board records and documents in the event of a disaster or unforeseen circumstances.

Historical hard copy records are retained in a secured records storage facility, currently Puliz Records Management and Storage in Reno, Nevada. On-line access to records is available 24 hours 7 days a week. Records are delivered to and picked up from the Board office as necessary. An on-going inventory of Board boxes/records is maintained by the records storage facility. A complete file inventory by box is maintained. Hard copy records are destroyed upon reaching the record retention expiration date. Electronic copies of hard copy records are retained in the Office 365 cloud account.

#### **7:02 LICENSEE RECORDS**

Licensee records are comprised of original applications and supporting documents, and subsequent renewal documents.

All licensee applications and supporting documents are retained in electronic format within the electronic licensing and data program, associated with the individual record file.

**Record Retention:** All records shall be maintained in accordance with the records retention schedules provided by the Administrator of the Nevada State Library and Archives in accordance with the Public Records Act (NRS 239.125). Electronic copies of records meet the requirements for record retention.

#### **7:03 BOARD RECORDS**

Board records are comprised of two distinct categories: (1) general operating records such as vendor statements, payment and deposit records, general correspondence, and information requests; (2) official Board records such as meeting agendas, minutes, public workshops, hearings, complaints, disciplinary actions, and audit reports.

**Record Retention:** All records shall be maintained in accordance with the records retention schedules provided by the Administrator of the Nevada State Library and Archives in accordance with the Public Records Act (NRS 239.125). Electronic copies of records meet the requirements for record retention.

Copies of official records may be retained on-site in the Board office for reference, if deemed appropriate or necessary for the conduct of Board activities.

Board meeting records are available to the public through the Board's website for a minimum of 5 years.

#### **7:04 COMPUTER RECORDS**

Computer records include but are not limited to general correspondence, financial information and budget worksheets, forms, reports and contracts, licensee information and lists, Board meeting agendas, minutes and supporting documentation, Board policies, operating policies, and procedures, working copies of statutes and regulations.

All records generated through computer programs are saved to the Board Office 365 cloud account. The Board computers are protected from viruses and intrusions from out-side sources by virus protection software which is automatically updated when new definitions are available. The subscription to the software program is renewed on-line annually.

**On-Line Access & Codes** – Access to Board on-line accounts for the Board Office 365 account, website, vendors, purchasing, and banking accounts is restricted to authorized Board personnel through use of security codes or access codes. A complete listing of all Board on-line accounts with access codes is maintained in hard copy.

**Website** - The Board website is hosted off-site and is secure with SSL encryption. Website development and maintenance is provided by the contracted Data System vendor. Board meeting agendas and minutes, news and miscellaneous other information is uploaded and saved to the website administrative area.

**Back-Up and Recovery System** - In case of computer failure or emergency or disaster, the Board may recover all computer data from the Office 365 cloud account.

#### **7:05 OFF-SITE SECURITY**

Licensee information entered through the on-line application and renewal process and website document uploads are linked directly through secured access hosted by the contract vendor in a secure Tier III facility.